

How to Speed Up YOUR Travel Reimbursement Process

Hot Tips

For

Foreign Travel Voucher

- 1) **Receipt Checklist** – This is the last page of the printed Gelco voucher.
 - i. Arrange each receipt to coincide with the item listed on the check list.
 - ii. Tape and organize additional receipts that do not appear on the checklist.

2) Airfare

- i. For LBNL purchased tickets through Carlson Wagonlit, please submit original receipts only. Not itinerary.
- ii. For employee purchased tickets, the same applies. Please submit receipt/e-ticket and not the itinerary.
- iii. LBNL will only reimburse an employee purchased ticket when a US carrier has been used.
- iv. LBNL will only reimburse up to the allowable cost as per YCAL.

Helpful Hint: Credit card information will show on a receipt not on an itinerary. Credit card statement is also acceptable as proof of purchase.

3) Lost Receipts

- i. Credit card statement can be submitted in place of lost receipt.
- ii. If no credit card statement or receipt available, please complete and submit Lost Receipt Waiver form.

4) Hotel/Lodging

- i. When per diem exceeds CONUS/OCONUS rates an explanation must be included in the comment section of the voucher.
- ii. Please submit an *itemized* hotel receipt. Confirmation of hotel reservation cannot be used as a receipt.
- iii. Combine lodging and lodging tax when preparing voucher in Gelco.

5) Conferences

- i. Proof of payment for registration must be submitted. Registration confirmation must include form of payment (ie. Cash, check or credit card).
- ii. Include a copy of the conference registration itinerary with the voucher.
- iii. LBNL does not reimburse for galas and/or tours.

6) Car Rental

- i. Please submit original receipt.
- ii. Please be advised, insurance for car rental is reimbursable by the Lab while on *foreign travel*.

7) Per Diem/M&IE

- i. When attending functions where meals are provided or included in paid registration, deduct meal when applicable.

8) Personal Days

- i. Please note your personal days in comment section of the voucher.
- ii. Please be sure not to claim per diem for personal days within the voucher.

9) Misc. Expenses

- i. Please submit receipts for expenses over \$75.
- ii. Provide explanation of misc. expense in the comment section

Additional Notes for Foreign Travel:

- 1) *Please submit Onanda currency conversions or credit card statement with each receipt to show exchange rate.*
- 2) *Date of conversion should be date of purchase for airfare or date entered country for taxi, shuttle, bus, or other miscellaneous purchases.*